

2625 N. King Street
Flagstaff, Arizona 86004
TEL 928.679-8750
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Application for a Temporary Food Service Permit

Applications must be received by Environmental Health a **minimum of TEN (10) business days prior to the event**. Payment must be attached with the application in order to process. When faxing in application credit card information is required or application will not be processed. Late applications will be assessed a \$50.00 penalty fee (see below).

Single Event Fees:

- | | |
|---|---------|
| <input type="checkbox"/> For profit vendors | \$90.00 |
| <input type="checkbox"/> Non-profit food and samplers | \$75.00 |
| <input type="checkbox"/> Temporary Group (Mass) Event Coordinator Fee | \$90.00 |

6 Month Fees:

- | | |
|---|----------|
| <input type="checkbox"/> For Profit & Non Profit food samplers/vendors that sell non-phf's (lemonade, etc.) | \$80.00 |
| <input type="checkbox"/> For profit food service vendors | \$140.00 |
| <input type="checkbox"/> Non-profit food service vendors | \$115.00 |
| <input type="checkbox"/> Temporary Group (Mass) Event | \$150.00 |

Penalty Fees

- | | |
|---|---------|
| <input type="checkbox"/> <i>Penalty fee</i> for application received less than 10 days before the event | \$50.00 |
| <input type="checkbox"/> <i>Penalty fee</i> for application received at the event | \$50.00 |

CONTACT INFORMATION MUST BE FILED COMPLETELY & WRITTEN LEGIBLY:

Applicant's Name: _____

Business Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Please provide phone(s) numbers where you can be reached:

Business: _____ Cell: _____ Other: _____

Event Review: Please list *ALL* events that you plan to attend in the next six months in Coconino County. If additional space is needed please use the back of this sheet or an additional sheet of paper.

Event	Location	Date(s)	Set-up Time	Event Organizer	Phone Number

Menu Review: Please list **ALL** menu items, *including ingredients used, drinks and condiments*.
If additional space is needed please use the back of this sheet or an additional sheet of paper.

PLAN REVIEW: ITEMS MARKED IN BOLD MUST BE ANSWERED BY

Food Item	Off-site prep Yes or No	On-site prep Yes or No	Preparation procedures <i>(i.e. wash, cut, refrig, grill, serve...be specific & incl. prep of non-phf's)</i>

ALL APPLICANTS. THESE ITEMS ARE REQUIRED OF ALL VENDORS. LEAVING THESE ITEMS BLANK WILL RESULT IN THE DENIAL OF YOUR APPLICATION

1. Obtained all necessary permits from the local building and planning and zoning authority
YES [] NO []

2. Construction of booth: Mobile Unit [] Tent [] (Tents only allowed for certain foods, refer to Temp F.S. Requirements)

3. Hand washing facilities: Plumbed Sink [] or Gravity Flow [], Dispensed Soap/Paper towels []

4. Number of Certified Food Handlers: _____ *REQUIRED FOR ALL VENDORS EXCEPT SAMPLERS. MUST ATTACH COPIES OF CERTIFICATION

5. Location of any "Advanced Preparation Site(s): _____

6. Cold-Holding Equipment: *(Coolers are not allowed for storage of PHF's or raw meats)* _____

7. Hot-Holding/Cooking Equipment: _____

8. Where will produce be washed? _____ Will meats/foods be thawed? Yes [] No []

9. How long will food be in transport to the event? _____

10. How will food be kept hot/cold during transport? _____

11. A calibrated, metal stem probe thermometer(s) is available (range 0 – 220 F). Yes [] No []

12. Type of chemical to be used as a sanitizer: Chlorine/Bleach [] Quaternary Ammonium [] Iodine []

13. Dishwashing Facilities: 3-bin sink [] 3 portable tubs []

14. Where will water for the operation come from? _____

15. Waste water disposal: Sewer [], Septic [], RV dump station []

16. Covered Garbage Cans: Yes [] No []

17. Where will food be stored during the evening hours when the booth is unoccupied?

I hereby consent to inspection by the Health Authority and acknowledge that issuance and retention of this permit is Contingent upon satisfactory compliance with the **Temporary Food Service Requirements**. I also understand that the permit fee is non-refundable.

Official Use Only

Reviewed by: _____

Date: _____

[] Approved

[] Denied

[] Mail Permit

[] Fax Permit

[] Office Pick-Up

revised by mg 4/30/15

Please print legibly

Applicant's Signature: _____ Date: _____

Card Holder name as it appears on Card _____

Credit Card Payment processing fees: Debit [] \$1.00

Credit [] \$2.95

Payment method: VISA [] MASTERCARD [] DISCOVER []

CASH [] PERSONAL CHECK []

Credit Card# _____ Exp. _____ CVC _____

(For office use only) EH- _____ CC Process date _____ Total Amount _____

June 30, 2015

In accordance with the Coconino County Environmental Services Code REG. 2-4-1 Regulatory Bill of Rights, the regulatory authority shall follow the requirements of Arizona Revised Statutes (ARS) 11-1601 through 1609. ARS 11-1604 requires sections A through G on all license applications.

- A. A county shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance, or delegation agreement. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
- B. Unless specifically authorized, a county shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
- C. This section does not prohibit county flexibility to issue licenses or adopt ordinances or codes.
- D. A county shall not request or initiate discussions with a person about waiving that person's rights.
- E. This section may be enforced in a private civil action and relief may be awarded against a county. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a county for a violation of this section.
- F. A county employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the County's adopted personnel policy.
- G. This section does not abrogate the immunity provided by section 12-820.01 or 12-280.02.